

FACTS II Client

Bulk Processing Job Aid

Accessing Client Online to submit a bulk file

1. On the GOALS II/FACTS II page, click the FACTS II Client (Production) link.

You are here: [FMS Insider](#) > [App Launch](#) > [Goals Facts II](#) > [GOALS II / FACTS II](#) [Search](#) [Links](#) [Feedback](#)

GOALS II / FACTS II [printer-friendly copy](#)

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Last Modified on July 14, 2004

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Click the FACTS II Client (Production) Link

2. A warning message appears to inform you that you have accessed a government computer. Click **OK** to proceed.
3. On the FACTS II window type your User ID and Password and click **OK**.

FACTS II

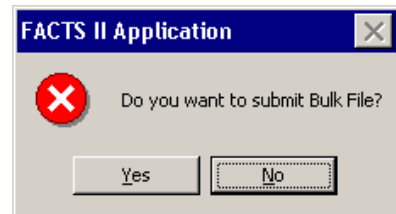
fms Enter a User ID and password to log onto FACTS II.
Version: PF2C10.6.4 - July 8, 2004 7/8/2004 17:24:28

User ID: **OK**

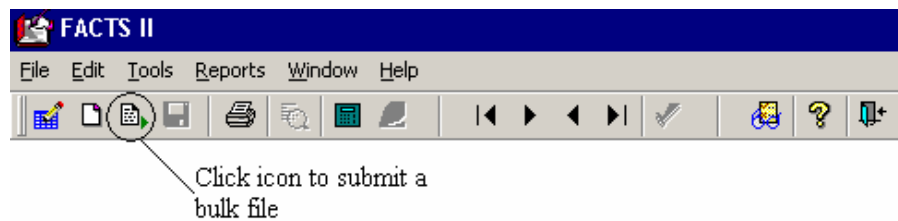
Password: **Cancel**

4. On the GOALS2 Message window, click **OK**.

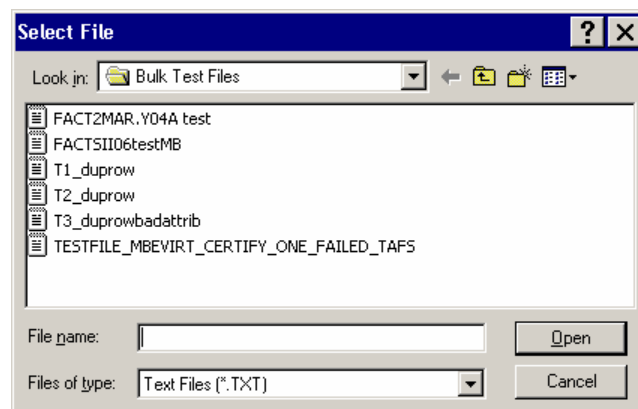
5. A FACTS II Application window will then appear asking if you would like to submit a Bulk File. If you click **Yes**, then you will be directed to the Bulk Application to submit a bulk file. If you click **No**, you will be directed to the Client Online Application to submit your TAFS.



6. If you are within the FACTS II Client Online Application and would like to submit a bulk file, simply click the bulk file icon on the Tool Bar as shown below.

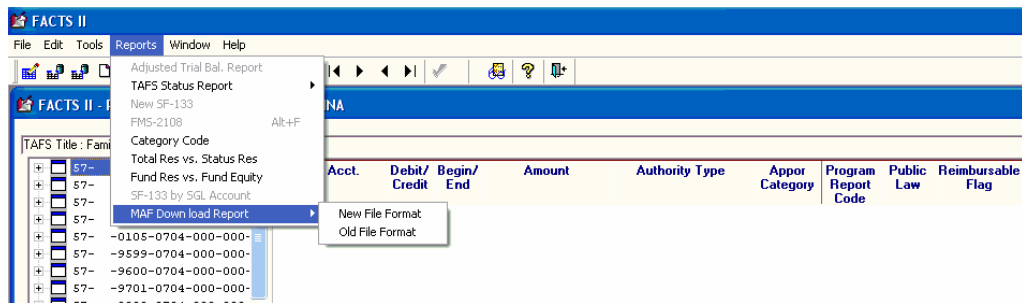


7. The following window will appear. Select a bulk file and click Open.



To download the MAF

1. The New Master Account Download Report is located under the “Reports” menu on the FACTS II Tool Bar. To access the report from the FACTS II Client Online Main screen, click on “Reports”, highlight MAF Download Report, then select the Old Report Format or the New Report Format.



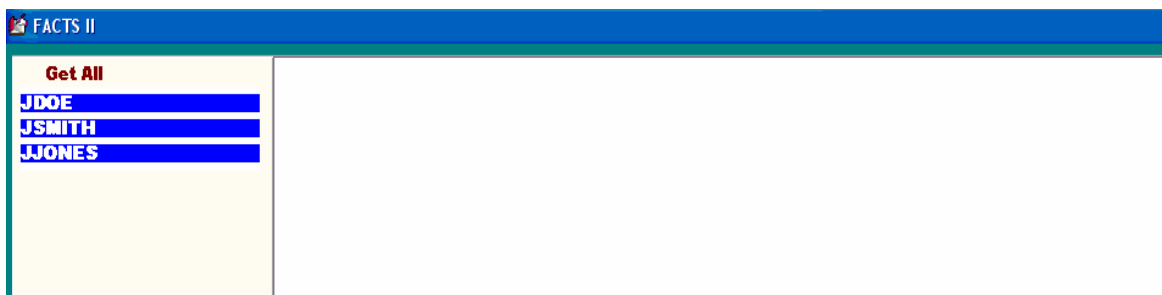
The “Old Report Format” produces the old format as has been presented by the retired FACTS II Client Bulk Application. Unfortunately, we found a potential error with the old format, in that the size of the amount fields for the Pre-closing Balance of the MAF down load record were set too small, and could result in errant information being presented to a user. The “Old Record Format” is safe to use and only presents a problem when the dollar amounts exceed 15 digits, otherwise the correct dollar amount is reflected in the MAF record. However, we recommend you use the “New Report Format”, unless you use the old record format as an input source to an electronic data storage environment.

The “New Report Format” provides the same information as the old format. The change to the format is the resizing of the Pre-Closing Balance field. This field has been expanded to 18 digits from 15 digits, adding 3 digits to the overall length of the record. Again, no action is required by system users at this time as a result this record change. The old format will be available for use during FY 2005 reporting. Beginning 1st Quarter 2006, the old record format will not be supported by FACTS II. Please refer to the updated MAF Record layout on this website for details.

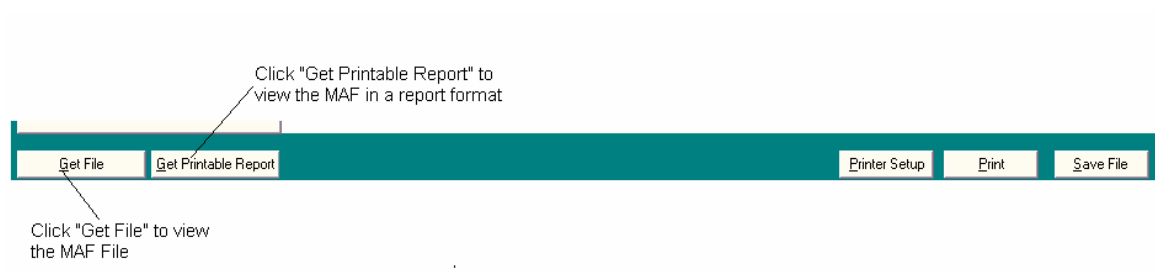
2. If you select “New Report Format” from the drop-down menu the following window will appear.



3. Select specific preparers by clicking the preparer.



4. Next click “Get File” or “Get Printable Report to view MAF data.



5. If you clicked “Get File”, then the following screen will appear.

89	X020600000000	NYJJONES	000000000046428400000000000000000015Y	YYY	
89	X021200000000	NYJJONES	000000003141016037-0000000038833271215Y	YYY	
89	X021300000000	NYJJONES	00000010233608612600000004914656774015Y	YYY	
89	X021400000000	NYJJONES	00000000001989977700000000000000000015Y	YYY	
89	X021500000000	NYJJONES	00000006330075492400000009263748780315Y	YYY	
89	X021600000000	NYJJONES	00000000222074045800000000878184507515Y	YYY	
89	X021700000000	NYJJONES	000000000059013377000000000009044906715Y	YYY	NYJJONES
89	X021800000000	NYJJONES	00000001229426044700000001534034181015Y	YYY	
89	X021900000000	NYJJONES	00000000207101592100000000229712924615Y	YYY	
89	X022000000000	NYJJONES	00000020725335319600000033356212253915Y	YYY	
89	X022400000000	NYJJONES	00000006419248035100000007009216068715Y	YYY	
89	X022800000000	NYJJONES	00000000680371196000000001276901576915Y	YYY	
89	X023300000000	NYJJONES	00000000141651634800000000012994463515Y	YYY	
89	X023400000000	NYJJONES	000000000102534050000000000135340015Y	YYY	
89	X023500000000	NYJJONES	00000003655871067000000000091502394615Y	YYY	
89	X023600000000	NYJJONES	00000000080144237800000000382906755815Y	YYY	
89	X024000000000	NYJJONES	00000024195496371200000062075184207515Y	YYY	*001FY 2005
89	X024200000000	NYJJONES	-0000000061331417800000000094988464515Y	YYY	
89	X024300000000	NYJJONES	00000004783505019600000006753989579315Y	YYY	
89	X024400000000	NYJJONES	0000000088646799000000003299121047915Y	YYY	
89	X024900000000	NYJJONES	00000003879732883500000009715511090515Y	YYY	
89	X025000000000	NYJJONES	00000000479514511200000001712150722815Y	YYY	
89	X025100000000	NYJJONES	00000025604849108900000056299401699315Y	YYY	
89	X030200000000	NYJJONES	00000000032450427100000000052387098615Y	YYY	
89	X030300000000	NYJJONES	00000000175864108100000000297692148015Y	YYY	
89	X030400000000	NYJJONES	0000000008975483000000000000507924015Y	YYY	

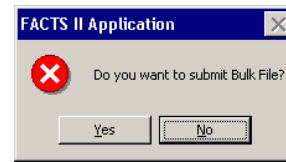
And if you clicked “Get Printable Report”, then the following screen will appear.

FACTS II						
Page 1 of 4		MAF Record by a Preparer ID - Current Processing Window				1/11/2005
TAFS ID	Record Type 7	Preparer Id	Certifier Id	Pre Closing Balance	Net Outlay	Chapter Code
Preparer Id : RHANNA		Number of Accounts :44				
20- - X-8004-000-000-000	971	JD OE		\$17,000,000,000.00	\$0.00	16
20- - X-8005-000-000-000		JD OE		\$10,000,000.49	\$1,000,420,027.24	16
20- - X-8005-000-000-000	971	JD OE		\$0.00	\$0.00	16
20- - X-8006-000-000-000		JD OE		473.28	\$6,000,000,835.31	53
20- - X-8006-000-000-000	971	JD OE		\$1,000,598,000,000.00	\$0.00	53
20- - X-8007-000-000-000		JD OE		\$1,510,764.76	\$2,000,000,260.21	53
20- - X-8007-000-000-000	971	JD OE		\$182,000,236,000.00	\$0.00	53
20- - X-8042-000-000-000		JD OE		\$140,000,000.25	\$46,000,000,600.41	28
20- - X-8042-000-000-000	971	JD OE		\$45,000,381,000.00	\$0.00	28
20- - X-8102-000-000-000		JD OE		\$3,000,000,000.24	\$0.00	37

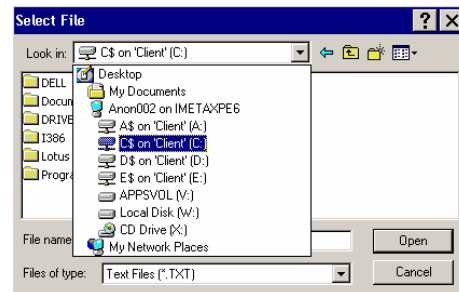
NOTE: Names and numbers have been changed for privacy purposes.

To upload a new bulk data file

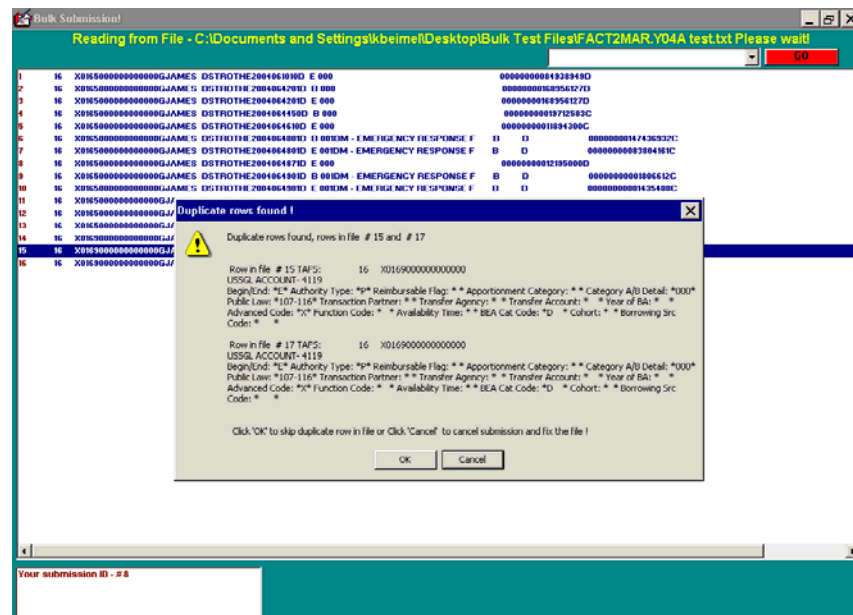
1. After logging onto the FACTS II application (refer to directions on page 1 “Accessing Client Online to submit a bulk file”). Click **Yes** from the FACTS II Application window.



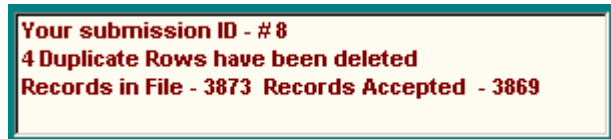
2. Select the Bulk file you would like to upload from the drop-down menu and click Open.



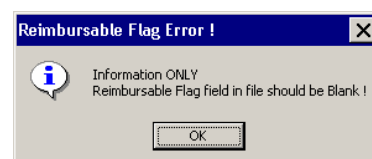
3. The Client Bulk application will then begin to read your bulk file. (**Note:** Processing messages are displayed in yellow at the top of the screen.)



4. In this example there are 4 duplicate rows that have been detected and will automatically be deleted. This will be shown at the bottom left of the screen.



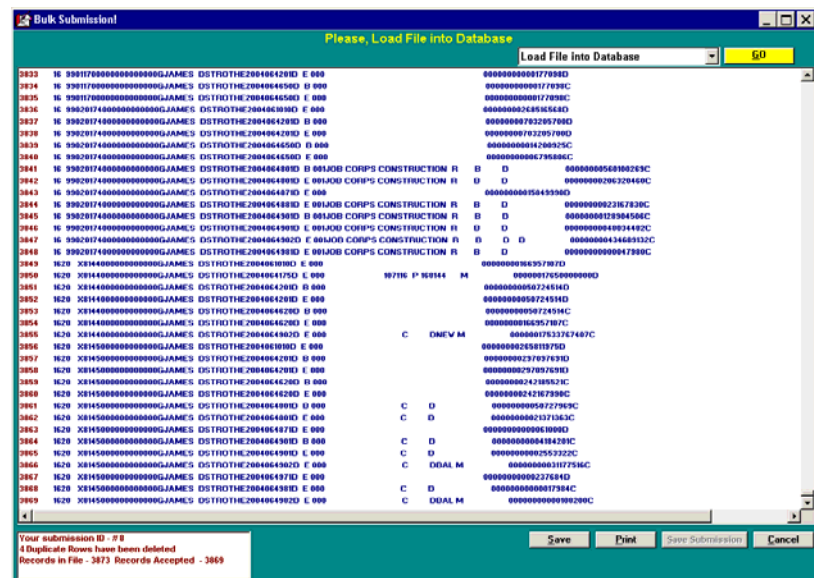
5. Depending on your submission, several informational windows may display. Click **OK** to proceed.



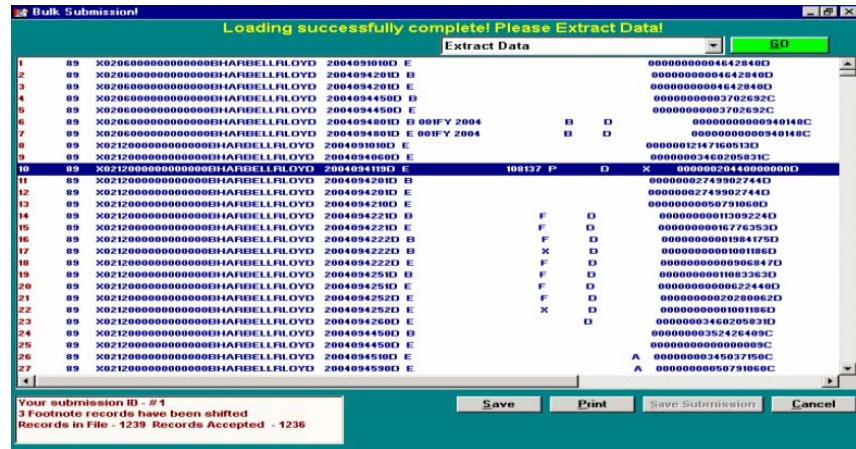
- When the Bulk application has finished reading your file a message window will display with the number of records in your file and the number of records accepted. Click **OK** to proceed.



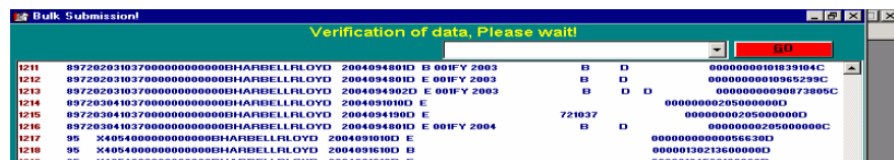
- A message will display at the top of the screen requesting that you load the files into the Database. Click the flashing **GO** button to load the files.



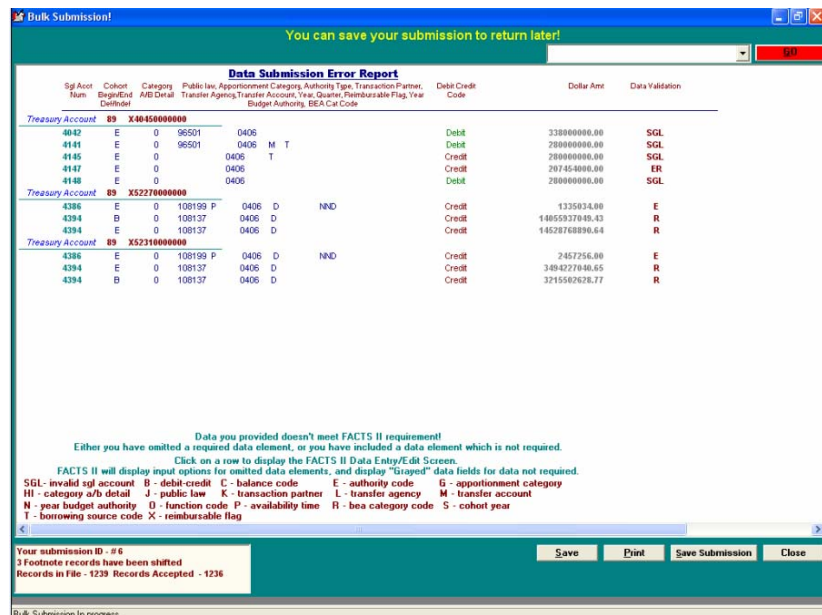
8. Once the load has completed, a message will display at the top of the screen stating that your load successfully completed. The next step is to extract the data. The extraction process transforms the data in your bulk file to a format for FACTS II to complete a verification/validation process. Click the flashing **GO** button to begin the extraction process.



9. When the extraction process has completed the application automatically begins validating the data. A yellow message will appear at the top of your screen indicating that the verification/validation process has begun.

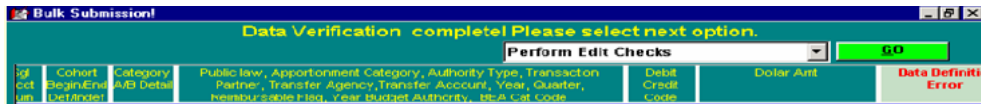


10. After the data verification/validation process has completed, the application will generate an Error Report, if applicable. The user can stop and save the submissions or correct the errors at this point. Each error line shows the SGL account and other pertinent information as well as an error code at the end of the line. At the bottom of the report there is an error code legend to for deciphering the codes.

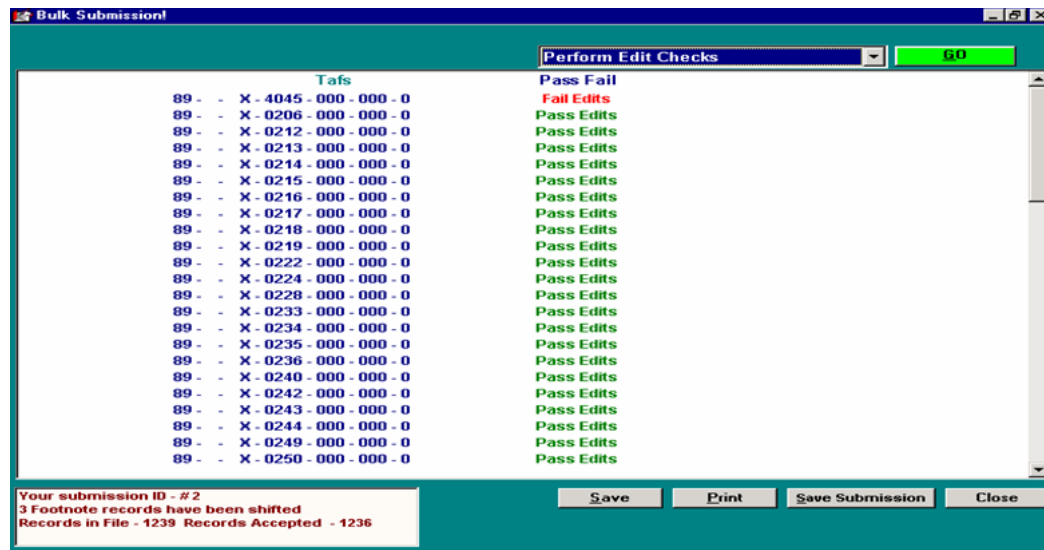


Refer to “**Correct SGL Accounts with Errors**” on page 7 for instructions on correcting errors.

11. After the errors have been corrected or deleted, click the flashing **GO** button to perform the FACTS II Accounting Edit Checks.



12. The results of the Accounting Edits check will automatically display in summary form listing the accounts that failed the Accounting edits at the top of the report.



- You may click on the TAFS to display Edit Check Report which displays a more detailed description of the TAFS. Needs tested

Perform Edit Checks **GO**

Tafs **Pass Fail**

89 - X - 4045 - 000 - 000 - 0 **Fail Edits**

00 - X - 0000 - 000 - 000 - 0 **Pass Edits**

FACTS II

Edits Check Report Edits check Run On: 8/19/2004 13:21:27 13:21:27

Fail Edits Check

DR-89 DT- FY- X Main-4045 SUB-000 MSEQ- 0

Edit 1 Debit equal Credit Check

Total Credits :	5,635,792,893.98
Total Debits :	5,017,792,893.98
Discrepancy :	618,000,000.00

Edit 2 Total Resources equal Status of Resources Check

Total Resources :	3,708,888,341.32
Status of Resources :	4,326,888,341.32
Discrepancy :	(618,000,000.00)

Edit 3 Beginning Balance Check

Unobligated Balances :	0.00
Prior Year Status :	0.00
Discrepancy :	0.00

Edit 4 Zero Balance Accounts

Inappropriate USSGL'S Detected - 4210 !

Edit 5 Fund Resources equal Fund Equity Check

Fund Resources :	1,497,503,525.06
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Submission **Close**

Your submission ID 3 Footnote records 123 Records in File - 123

- You may post the TAFS that passed the edits by selecting **Post Submission** from the drop-down menu. You can post your edits with a status of certified or editing.

To upload an existing bulk data file

- Click **Yes** from the FACTS II Application window.

FACTS II Application

Do you want to submit Bulk File?

Yes **No**

- You will then see the Previous Submission window. If you have a saved bulk submission that you want to return to click **Yes**.

Previous Submission

You have saved submission! Do you want to revalidate data and edits and then posted this submission? If 'NO' previous submission will be deleted and you will be able to submit new file!

Yes **No**

The following screen will appear displaying your TAFS.

Bulk Submission!

You can save your submission to return later!

GO

Treasury Account	Sgl Acct Num	Cohort	Category	Public law, Apportionment Category, Authority Type, Transaction Partner, Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year Budget Authority, BEA Cat Code	Debit Credit Code	Dollar Amt	Data Definition Error	
16	X0165000000	4972	E	0	0406 D	Debit	1297.00	K
16	X0174000000	4801	B	1	A 0406D	Credit	175216.38	HI
16	X0174000000	4801	E	1	A 0406D	Credit	128203.19	HI
16	X0174000000	4802	B	1	A 0406DBAL D	Credit	251587.00	HI
16	X0174000000	4901	B	1	A 0406D	Credit	72773.28	HI
16	X0174000000	4901	E	1	A 0406D	Credit	136591.25	HI
16	X0174000000	4902	E	1	A 0406DBAL D	Credit	267600.69	HI
16	X0174000000	4972	E	0	0406 D	Debit	2338.36	K
16	X0174000000	4901	E	1	A 0406D	Credit	85876.95	HI
16	X0174000000	4902	E	1	A 0406DBAL D	Credit	20515.18	HI
16	X1521000000	4972	E	0	0406 M	Debit	1573738.33	K
16	X1524000000	4972	E	0	0406 M	Debit	70755.26	K
16	X4601000000	4972	E	0	0406 D	Debit	1316359.30	K
16	X5142000000	4972	E	0	0406 D	Debit	12548.32	K
16	X8131000000	4972	E	0	0406 D	Debit	4763.63	K
16	000172000000	4972	E	0	0406 D	Debit	222.55	K
16	000179000000	4972	E	0	0406 D	Debit	24729.81	K
16	001200000000	4972	E	0	0406 D	Debit	1236.71	K
16	008289000000	4972	E	0	0406 M	Debit	14909.16	K
16	010105000000	4972	E	0	0406 D	Debit	266.62	K
16	010165000000	4972	E	0	0406 D	Debit	66633.49	K
16	010200000000	4972	E	0	0406 D	Debit	422.94	K
16	010400000000	4972	E	0	0406 D	Debit	46.04	K
16	011200000000	4972	E	0	0406 D	Debit	1753.29	K

Data you provided doesn't meet FACTS II requirement!
 Either you have omitted a required data element, or you have included a data element which is not required.
 Click on a row to display the FACTS II Data Entry/Edit Screen.
 FACTS II will display input options for omitted data elements, and display "Grayed" data fields for data not required.
 SGL - invalid sgl account B - debit-credit C - balance code E - authority code G - apportionment category
 HI - category a/b detail J - public law K - transaction partner L - transfer agency M - transfer account
 N - year budget authority O - function code P - availability time R - bea category code S - cohort year
 T - borrowing source code X - reimbursable flag

Your submission ID - #8
 4 Duplicate Rows have been deleted
 Records in File - 3873 Records Accepted - 3869

Save Print Save Submission Close

To correct SGL accounts with errors

1. Click on the SGL that you wish to fix and the FACTS II Data Entry/Edit Screen will appear. In this example, the Authority Type and BEA Code are blank and require data entry. Enter the necessary data and click OK.

Note: In some instances all fields in the Data Entry/Edit Screen will be grayed-out simply click OK and the application will automatically correct your error. For example...

Bulk Submission!

You can save your submission to return later!

GO

Data Submission Error Report

Sgl Acct Num	Cohort	Category	Public law, Apportionment Category, Authority Type, Transaction Partner, Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year Budget Authority, BEA Cat Code	Debit Credit Code	Dollar Amt	Data Validation	
4142	E	0	98501	0406	Debit	338800000.00	SGL
4141	E	0	98501	0406 M T	Debit	288800000.00	SGL
4145							
4147							
4148							

FACTS II Client Edit

Unreimbursed Balance: 4147 Net Outlays: 4147

Treasury Account: 4386 USGL ACCOUNT: 4147 Actual Repayments of Debt-Prior Year Balance

4394 Debit/Credit: Credit Transfer Agency: 4394 Ending Balance: 207,454,000.00

Treasury Account: 4386 Authority Type: 4394 Reimbursable Flag: 4394 Apportionment Category: 4394 Public Law: 4394 Transaction Partner: 4394 Function Code: 4394 BEA Cat Code: 4394 Cohort: 4394 Borrowing Src Code: 4394

Either you have omitted a required data element, or you have included a data element which is not required.
 Click on a row to display the FACTS II Data Entry/Edit Screen.
 FACTS II will display input options for omitted data elements, and display "Grayed" data fields for data not required.
 SGL - invalid sgl account B - debit-credit C - balance code E - authority code G - apportionment category
 HI - category a/b detail J - public law K - transaction partner L - transfer agency M - transfer account
 N - year budget authority O - function code P - availability time R - bea category code S - cohort year
 T - borrowing source code X - reimbursable flag

Your submission ID - #8
 3 Footnote records have been shifted
 Records in File - 1239 Records Accepted - 1236

Save Print Save Submission Close

Bulk Submission In progress

To delete SGL accounts with errors

1. Right click on the SGL account and select **Delete TAFS from Submission.**

Note: There does not have to be an error for you to delete an SGL account. You may delete any account for any reason.

Bulk Submission!

You can save your submission to return later!

Data Submission Error Report

Sgl Acct Num	Cohort	Category	Public law, Apportionment Category, Authority Type, Transaction Partner, Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year	Debit Credit Code	Dollar Amt	Data Validation
Treasury Account 09 X4045000000						
4042	E	0	96501	0406	Debit	338800000.00 SGL
4141	E	0	96501	0406 M T	Debit	280000000.00 SGL
4141	E	0	96501	0406 T	Credit	280000000.00 SGL
4141	E	0	96501	0406	Credit	287454000.00 ER
4148	E	0	96501	0406	Debit	280000000.00 SGL
Treasury Account 09 X5227000000						
4386	E	0	108199 P	0406 D	Credit	1335034.00 E
4394	B	0	108137	0406 D	Credit	14055937049.43 R
4394	E	0	108137	0406 D	Credit	14528768890.64 R
Treasury Account 09 X5231000000						
4386	E	0	108199 P	0406 D	Credit	2457256.00 E
4394	E	0	108137	0406 D	Credit	3494227040.65 R
4394	B	0	108137	0406 D	Credit	3215502626.77 R

To view Reports

1. Select either the SF 133 report or the FMS 2108 report from the drop-down menu. The report will automatically appear in your screen.

Bulk Submission!

Bulk Submission.

Accepted Data Available for Edit or Post

Sgl Acct Num	Cohort	Category	Public law, Apportionment Category, Authority Type, Transaction Partner, Transfer Agency, Transfer Account, Year, Quarter, Reimbursable Flag, Year	Debit Credit Code	Dollar Amt	Data Validation
Treasury Account 11 021081000000						
1010	E	0	0409	Debit	215116.00	

View/Edit Data
SF - 133 Report
FMS - 2108 Report
Perform Edit Checks
Rejected TAFS
Verification of Data
View/Edit Data